



Best Practices for Setting-up an Immunization Clinic

1. All vaccines should be administered according to the Advisory Committee on Immunization Practices (ACIP) recommendations. ACIP's *General Recommendations on Immunization Practices* can be found online at <http://www.cdc.gov/nip/publications/acip-list.htm>. For ACIP recommendations for individual vaccines go to <http://www.cdc.gov/nip/ACIP/default.htm>.
2. Follow the ACIP recommended schedule for administration of childhood vaccines at <http://www.cdc.gov/nip/recs/child-schedule.htm>, or adult vaccines at <http://www.cdc.gov/nip/recs/adult-schedule.htm>.
3. Use an Immunization Clinic "checklist" <http://www.immunize.org/catg.d/p3046chk.pdf> for planning/setting up clinic.
4. The medical director/consultant should review and sign medical/standing orders <http://www.immunize.org/standingorders/>. A copy of the Policy and Procedures and the Standing Orders should be available on site.
5. Immunization clinic staff should be trained in safe and effective immunization administration techniques. Use the *Immunization Skills Checklist* <http://www.immunize.org/catg.d/2020skill.pdf> to develop Best Practices, or the *How to Administer Injections* guidelines at <http://www.immunize.org/catg.d/p2020.pdf>. A training video is available online at http://www.immunize.org/shop/toolkit_iztechdvd.asp.
6. A Vaccine Information Statement(s) (VIS) for each vaccine being administered should be provided to clients. VIS can be ordered from the Rhode Island Department of Health website at <http://kidsnet.health.ri.gov/forms/> and sent directly to you or they can be downloaded in multiple languages at <http://www.immunize.org/vis/>.
7. Have a procedure outlined to access physician help in case of an emergency. Written instructions for emergency procedures should be readily available and visible to clinic staff in each room where vaccine is administered. Guidelines for developing procedures for vaccine reactions are available at <http://www.immunize.org/catg.d/p3082.pdf> (Adults) and <http://www.immunize.org/catg.d/p3082a.pdf> (children and Adolescents)
8. Keep a supply of Vaccine Adverse Event Reporting (VAERS) Forms on hand. Report vaccine adverse events to VAERS at <http://vaers.hhs.gov/>.
9. Documentation of each vaccine administered should include: month, day and year of vaccination; route of administration; lot number and manufacturer of vaccine; publication date of VIS and the date VIS is given to client, signature/initials of person administering vaccine. The *Rhode Island Vaccine Administration Record* form can be ordered from the Rhode Island Department of Health website at <http://kidsnet.health.ri.gov/forms/>.
10. The Immunization Action Coalition's *Summary of Recommendations* to determine minimum age and intervals between vaccine doses <http://www.immunize.org/catg.d/p2011b.pdf>, and *Screening Questionnaire* <http://www.immunize.org/catg.d/p4065scr.pdf> (also available in Spanish).
11. Follow proper vaccine handling and storage protocol <http://www.immunize.org/catg.d/p3048.pdf>.
12. Additional immunization education tools for staff and clients can be found at <http://www.immunize.org/catg.d/free.htm>.
13. New immunization clinic staff should receive an orientation to immunization policies, procedures and emergency care.